

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - September 16, 2013

<u>HR</u> <u>210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening</u> <u>Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3378	Gaming	Gaming Compliance Auditor	CR	8/19/2013	\$ 50,618.00
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
3501	Gaming - Site: Why	Gaming Inspector Lead	CR	9/3/2013	\$ 20.57
3238	Executive Office	Office Specialist	CR, CL	8/12/2013	\$ 12.49
General Support Services					
3382	Accounting	Senior Accountant		8/19/2013	\$ 53,180.00
3410	Accounting	Inventory Specialist		8/19/2013	\$ 13.79
3288	Facility Management	Administrative Assistant, Senior	CR	9/9/2013	\$ 16.80
3412	Human Resources	Safety Coordinator		9/3/2013	\$ 48,179.00
Department of Education					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		9/3/2013	\$ 11.32
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3154	Recreation - Site: Menager's Dam	Recreation Specialist		9/9/2013	\$ 12.49
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3406	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 17.65
3356	Cultural Center and Museum	Museum Trainee (Part-time)	Re-Advertised	9/16/2013	\$ 10.25
3364	Solid Waste Management	Equipment Operator/Driver I		8/12/2013	\$ 16.39
Department of Planning and Economic Development					
3409	Real Property Management - Site: San Simon	Custodial/Ground Worker		9/3/2013	\$ 10.77
3124	Administration	Planner		9/9/2013	\$ 20.98
Department of Public Safety					
3333	Environmental Protection Office	Environmental Specialist	NEW	9/16/2013	\$ 23.74
3175	Corrections	Corrections Support Specialist	CR, NEW	9/16/2013	\$ 14.85
3247	Corrections	Maintenance Technician		9/9/2013	\$ 11.89
3014	Corrections	Assistant Corrections Administrator		9/9/2013	\$ 66,415.00
3280	Law Enforcement	Internal Affairs Investigator		9/3/2013	\$ 28.93
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00
3405	Fire	Heavy Equipment Mechanic		8/19/2013	\$ 19.49

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net

Chukut Kuk District – Tohono O'odham Nation

Youth Coordinator/Monitor
Maintenance Worker

For more information, please contact the Chukut Kuk District Office @ 520-383-2080 or email: ckoffice@chukut-kuk.org



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **Museum Trainee (Part-Time)**
SALARY: **\$10.25 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 16, 2013**

CLOSING DATE: **September 27, 2013**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Part-Time

(This position is budgeted for 1040 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Cultural Center/Museum

JOB LOCATION: **Topawa, AZ**

POSITION SUMMARY: Under close supervision, will gain skills and knowledge on how to handle large archaeological collections and work in the Cultural Center and Museum (Himdag Ki); will learn areas of cultural resources management, collections management, general museum operations, and will work with elders, community members, museum professionals, and Himdag Ki: mission, goals and objectives.

Successful completion of the program will give the trainee formal and informal on-the-job knowledge and skills that will be valued in museums, cultural centers, and related organizations.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and a strong interest in the field of museum collections, or closely related field; or an equivalent combination of training, education, and work experience which demonstrates the ability to complete the scope of work.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: ENVIRONMENTAL SPECIALIST

SALARY: \$23.74 PER HOUR, PLUS BENEFITS

OPENING DATE: September 16, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DPS/Environmental Protection Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, protects the land, natural resources, and ecosystem conditions of the Tohono O'odham Nation by assessing environmental impacts of past, present and future operations. Conducts tests and field investigations to obtain data for use in determining sources and methods of controlling pollutants in air, water, and land.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Environmental Science, Environmental Health or closely related field, and two years' work experience in environmental field administering programs for the management and protection of resources, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess certification in Hazardous Materials per 29 CFR Standards – 1910.120 App E.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license, (no DUIs or major traffic citations within the last three years) and meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: **CORRECTIONS SUPPORT SPECIALIST**

SALARY: **\$14.85 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 16, 2013**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical test required.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: **DPS/Corrections**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, performs administrative operational and technical support to assigned unit. Operate radio transmission equipment. React to any emergencies or physical confrontations in a controlled work environment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma or higher degree of learning in criminal justice, correctional facilities operations and three years' work experience in corrections or law enforcement support, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire. Must continue to meet suitability requirements for law enforcement.
- Must maintain access certification as a requirement for all criminal history databases (NCIC, ACIC, Spillman) and any communications systems required for inmate records.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Must type 40 words per minute and demonstrate 70% proficiency in grammar, spelling, and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Security Clearance:

- Any adverse background information disclosed or obtained in criminal and/or traffic records check will disqualify applicant.
- Any falsification of application information may result in immediate disqualification from further employment consideration.

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